

Process Name: Timekeeping and Leave Accounting		Process Identifier: TL	
Sub-Process Name: Off Cycle Adjustments		Sub-Process Identifier: TL-3	
Sub-Process Purpose and Objectives: Process adjustments to timesheet data from prior payroll cycles			
Sub-Process Description: When the agency determines a need for a prior period adjustment, the agency determines if the adjustment affects leave balances and/or pay. If an adjustment is required within the prior two pay cycles, the balances may be input directly into DCS during the time entry process. If older leave balances are affected, a C7 worksheet and transaction are prepared and forwarded to personnel for review, approval, and input to leave balances. The worksheet requires that agency personnel manually recreate leave transactions back to the effective date of the adjustment to ensure that the current balances are adjusted correctly. If pay is affected, the agency completes a supplemental transaction and forwards to personnel for review and approval. The supplemental data is then entered by payroll.			
Sub-Process Trigger(s): <ul style="list-style-type: none">• Prior period adjustment identified		Key Sub-Process Participants: <ul style="list-style-type: none">• Agency• Personnel	
Inputs:			
Input	Format	Volume/Time	Suppliers
Leave adjustment	Paper form	4,500 per year	Agency
Supplemental payroll adjustments	Paper form	See payroll volumes	Agency
Outputs:			
Output	Format	Volume/Time	Recipients
Updated personnel records	Database		
Supplemental payroll data	Database		Payroll
Performance Measures Tracked:			

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Measure		Approx. Value	Target Value
Laws, Regulations, and Policies That Govern Sub-Process: T.C.A. chapters and sections that deal with attendance and leave issues include: 2-9-103 Voting Machine Technicians (absence from work) 4-4-105 Department office hours - overtime 4-7-109 Temporary retention of disabled member on payroll 4-7-117 Temporary retention of disabled correctional officer or youth service worker 4-21-408 Maternity Leave 8-23-201 Compensation for extra services 8-30-215 Hours of work, attendance and leaves of absence 8-33-101 – 8-33-109 Employees in Military Service 8-36-805 Reemployment permitted (retired employees) 8-50-109 Leave of absence for officers of employee associations 8-50-110 Use of annual leave to attend statewide meeting of employee association 8-50-111 Disabling assault injuries in the line of duty – Retention on regular payroll 8-50-113 Bereavement leave 8-50-801 – 8-50-810 Leave for State Employees 15-1-101 Legal Holidays 22-4-108 Civil Leave			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			

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Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Automation of the calculation of retroactive transactions			
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		In house developed, COBOL, IBM mainframe, IMS	

